



CYRUS DALLIN ART MUSEUM Minutes



Date: Tuesday, June 14, 2022
Time: 7:00pm
Location: Conducted by Remote Participation

Members present: Tracy Skahan, Ellen Aamodt, Sarah Burks, Susan Gilbert, Mark DeCew, Geri Tremblay, Amy Moyer
Others present: Chuck Luca, Heather Leavell, James McGough, Trustee Emeritus, Peter Middleton, Manu Chopra (out at 8:27pm)

Start @ 7:08pm

Minutes:

1. Welcome

S. Burks welcomed everyone to the meeting and reviewed the June 23rd walking tour at 6:00pm with Forest Cuch reception. We need to let G. Tremblay know if we are attending the reception.

2. Summary of Action Items from last meeting

C. Luca share the AI's. Putting a pause on the online AOTG since it is going live in September. H. Leavell says that sometimes we are still getting the fault message; that the new panel didn't fix this problem. Now you have to hit okay and then hit code again. She will write up instructions. C. Luca will follow up on the alarm issue and ask about a security review. G. Tremblay spoke with Jeff Monroe and sent the Patriot's Day event; they are going to have an intern edit it and then play it over the summer. For the reopening, Jeff would like one of the videographers to come to the museum when it is closed so he could take video of the new gallery. G. Tremblay also wanted them to come to the event on August 7th for the reopening, so they can video that event. H. Leavell said that they will likely have the video online. H. Leavell said that she is still working on the naming convention for women leader and is going to have a meeting in the fall to discuss. S. Burks said that she doesn't think N. Blanton is using a calendar yet for scheduling and S. Burks said that she will start using it for our meeting and then we can provide feedback. S. Burks is still working on the gift shop replenishment. C. Luca hasn't heard anything back on the door. H. Leavell said that the door is in the building; it is going to be painted. The painters did a

great job and fixed the door. C. Luca suggested saving the door in case we need in the future. Painters did the wall and patching. Kevin Blanton is going to frame out the ducts. Going to hold discussion on the social media survey. M. DeCew is working on the new sign-in information. He will have draft ready for next meeting and copies ready for reopening. C. Luca will reach out about the storm door they talked about.

3. Operations/Facilities

Building update was already discussed.

Gallery redesign update: H. Leavell said that the painting is finished and the pedestals are fabricated. They are on track to have everything installed (panels, label rails, pedestals, etc.) by the end of the month. Then will need movers to put statues back and have someone to help with other installations. They decided to paint the walls and railing once they had everything out of the museum.

ARPA Grant application (Revere and banners): H. Leavell said that the town has ARPA funding from the American Rescue plan. Committee working on signage and outside placement of Paul Revere decided to apply for this grant for those purposes. Going to use funds for banners C. Costello designed, pedestal, installation, etc. of the Paul Revere statue outside of the museum. Grant just over \$34k to do those two things. We should find out the week of June 20th if we are a finalist for the grant. They are going to fund about 30 projects. If become a finalist, then there will be an interview in July; it is a fast process. S. Burks said that if we had extra banners that we could use them at events, etc.

4. Approvals & Consents

E. Aamodt made a motion to approve the minutes of May 10, 2022, as corrected. M. DeCew seconded. Unanimously approved by roll call vote.

No reimbursement requests.

5. Volunteers' Report –Docent Recruitment & Visitation Numbers

General Volunteer Update: S. Burks reviewed and have previously discussed with N. Blanton and N. Blanton indicated that there are two students interested in being greeters. S. Burks will add the 35 attendees for the Patriot's Day event. They had 10 people at the Hall's Family House and about 20 people at the talk at the Old Schwamb Mill.

6. Digital Programs & Outreach

S. Burks shared the social media numbers.

7. Calendar of Events / Program Planning

Walking Tour and Forest Cuch reception on June 23: G. Tremblay said that some folks have sent emails. At 5pm, Forest is going to be at the museum and folks can attend that, the walking tour, and Monotomy Grill. G. Tremblay needs all RSVP's ASAP as she needs to give a headcount.

Post mortem discussion of May 21 Hall family marker in Charlestown and Arl's Cultural Heights talk: G Tremblay said that the event was fun and the homeowners were very hospitable. G. Tremblay had photos and is going to try to get them into the archives. H. Leavell said that we also have video that she is going to send to M. DeCew to put on our YouTube channel. Arl's Cultural Heights was a live event at Old Schwamb Mill and well attended despite the hot weather.

More Summer Thursday Walking Tours July 21, Aug 25, Sep 22

July re-opening event, date to be determined: G. Tremblay said that we changed the date to August 7th. Will have a reception outside. E. Aamodt said that she went to Arlington Cultural event and Ali Carter said that the work on the Whitmore Park is being delayed because of supply chain problems with the bricks. Hopefully more will be done with the gardens by then but will still have opening that day. G. Tremblay has a meeting with the town since she has requested to reserve the park that day. Planning on opening from 1-4pm. N. Blanton will take care of the food. H. Leavell said that we will do a Constant Contact and will do a press release with S. Gilbert. Will do soft opening with the docents and then determine full opening date after that.

Art on the Green, Sat. September 17, 10-4: C. Luca said that we've heard back from several folks that have already signed up and paid for their space for AOTG. He will leave or mail the checks to H. Leavell in the next week or two.

First Lights, December--committee needed for co-sponsored community event: E. Aamodt says that the town is putting up the lights. She attended a meeting and someone from the Regent Theater said that he would have a dance performance group at the theater at that time and they might be interested in advertising with us. She said that she has other meetings and will have enough people to form a committee. S. Burks said that a previous event, they had an ice sculpture that was lit up and you could take photos with it. G. Tremblay said that the high school had an acapella group and E. Aamodt could call and ask if they could do Christmas Carols.

Fall programming ideas: S. Burks asked if anyone had any suggestions.

8. News Media & Publicity

News Releases: S. Gilbert putting one together for June 23rd event. She will do press releases for each of the monthly tours.

H. Leavell shared her working document of steps for press releases and publishing of same. S. Gilbert discussed deadlines for submitting online vs. print press releases. E. Aamodt asked if S. Burks could send her information to H. Leavell to add to the list and then asked if the document could be shared with all.

9. Arlington Engagement

Business Community Update: E. Aamodt said that she went to a meeting with the Chamber at the Regent Theater. She spoke with Leland Stein regarding First Lights. She has an ATED meeting coming up.

Planning Department Update: H. Leavell said that the last meeting she attended of the COVID Economy Task Force was the final one. Ali recommended that everyone involved in that move over to ATED.

Arts Community Liaison needed.

10. All Other Business

Board of Directors updates: G. Tremblay said that she already went over all of her items previously. H. Leavell met with Andrea, Director of Library, and town council to talk about the loan agreement for the Dallin papers.

Committee Updates - Sign, Collections (need: Programs committee, First Lights committee lead): H. Leavell said that there is funds left over from the phase 1 of the Whitmore Park project so they can pay for our new signs. H. Leavell needs to get the sign permit filled out by the end of the week. H. Leavell showed the example of the sign. Sign will go on right side of the building close to the house. S. Burks suggested asking for a sign not made of wood since it will be outside. H. Leavell said that she would also check the size of the sign to see if it needs to be larger.

A. Moyer said that she has been working on transcribing the diaries. S. Burks suggested maybe a social media post from the diary in November for her birthday.

M. DeCew attended the American Alliance of Museums in Boston and was able to network with other directors of small museums.

11. Identify new Action Items

None.

Meeting adjourned at 9:01 pm.

Next meeting is scheduled for July 12th at 7pm.